CITY OF BURBANK

MANAGER SECURITY SYSTEMS

DEFINITION

Under direction, to manage a cyber and facility security operations security section in the Utility; and perform related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, directs, and reviews a section within the Technology Division of the Utility; assists in the management, architectural planning, development, and implementation of policy and compliance within the North American Electric Reliability Corporation – Critical Infrastructure Protection (NERC-CIP), National Institute of Standards and Technology (NIST), and Federal Energy Regulatory Commission (FERC) regulatory standards and processes; ensures compliance with all other security and data privacy legislation, homeland security measures, industry standards, and best practices; ensures communications and data security protocols and protects against unauthorized access, intrusion, modification, or destruction; develops policies, procedures, documentation, and investigates all cyber intrusions, firewalls, and threat related issues regarding communications networks and control systems within the Utility; works collaboratively with other groups, divisions, and/or business units within the Utility and the City's Information Technology Department; meets with contractors, vendors, and outside agencies regarding project requirements; manages all security functions, both cyber and physical for the Utility; interacts with law enforcement and other local and governmental reporting agencies; prepares budgets, special reports, and records as needed; supervises, trains, and evaluates employees; prepares and administers all work and leave time scheduling; conducts security programs; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:
- Knowledge of – principles and practices of organization, administration, and budget; physical security systems; best business and purchasing practices; configuration and administration of networks, firewalls, routers, switches, ACL policies, and virtual private networks (VPNs); NERC-CIP; NIST; SEIM-2; RSA-2; Cisco ACS factor authentication; Sarbanes Oxley (SOX) compliance; Certified Information Systems Auditor (CISA); Network Intrusion Detection Systems (NIDS); threat detection tools and systems; virtual machine (VM) Ware; UNIX; Linux; Oracle SAP; Enterprise Resource Planning (ERP); Microsoft (MS) operating systems; the principles of sound personnel management and supervision.

- Skill in – fostering a teamwork environment; project management.

- Ability to - organize and prioritize tasks; analyze problems and develop effective solutions; utilize computers and a variety of computer software; analyze, comprehend, and apply administrative, departmental, and City policies, procedures, and regulations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, contractors, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a Bachelor of Science degree in computer science, information technology, electrical engineering, or a closely related field from an accredited college or university and five years of experience in cyber security, facility security and/or a computer science field.

Special Conditions & Requirements: The physical ability to lift computer equipment up to 10 pounds, physically perform sedentary light work involving moving from one area to another, sufficient hand/eye coordination to perform repetitive movements such as typing and extensive exposure to video display terminals/computers.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Professional certifications: Certified Information Systems Security Professional (CISSP), Cisco Certified Internetwork Expert (CCIE), Certified Information Security Manager (CISM), SANS (System Administration Audit Network Security), Certified Information Systems Auditor (CISA), Cisco Certified Network Associate (CCNA).